Password

Change Passwords

Once you have logged into the system, it is a good idea to change your password immediately. You may want to change your password periodically as well. After changing your password, make note of it. If you forgot your password, go to the "Forgot Password" section of this reference guide for instructions.

Step	Action
1	Once you have accessed SCPRS main screen, click on the **Change Password** link on the left side of the screen.
2	Enter the system generated password (this is either the password you created and you want to change or the system generated password.)
3	Enter the new password (you can use letters or numbers and at least 8 characters long)
4	Re-enter the new password again
5	Click on **Submit**
6	You will receive a message indicating your password has been changed and an email with the new information has been sent to you.

Forgot Password

If you have forgotten your password, follow the steps below:

Step	Action
1	Once you have accessed the SCPRS main menu, click on **Log In to SCPRS** link on the left side of the screen
2	Click on **Forgot Password** link below the user and password fields.
3	Enter your email address
4	Click on **Submit**
5	An email will be sent to you with your user ID and last password you had.
6	You can return to the SCRPS log in screen and continue logging in.